



Development SERVICES

FIRE • INSPECTIONS • PLANNING
PUBLIC UTILITIES • PUBLIC WORKS

Customer Service Center
One Exchange Plaza, Suite 400
Raleigh, North Carolina 27601
Phone 919-516-2495
FAX 919-516-2685

Preliminary Development Plan Checklist

TO BE COMPLETED BY APPLICANT	YES	N/A
EXISTING CONDITIONS PLAN REQUIREMENTS		
1. Existing uses and structures		
2. Topographic features		
3. Driveway, sidewalks, curb and gutter, street cross section with right-of-way		
4. Fire hydrants and other site utilities		
5. Tree cover		
FIRE REQUIREMENTS		
1. Site plan detailing apparatus access to proposed buildings		
2. Site plan detailing apparatus access to within 150' of all portions of ground floor of proposed buildings		
3. Apparatus access roads (dead end) greater than 150' require approved area to turn apparatus around (Hammer head, Wye, or 96' diameter cul-de-sac)		
4. FDC within 150' hose lay of fire hydrant and within 40' of apparatus access		
5. Minimum apparatus access width 20', inside turn radius 28'		
PUBLIC UTILITIES REQUIREMENTS		
1. Show existing/proposed water mains with sizes along entire frontage of development		
2. Show existing/proposed sewer mains with sizes along frontages and/or easements		
3. Show reference for all existing sanitary sewer easements and possibly water easements		
4. Show fire hydrants		
5. If a private distribution system is proposed, the master backflow device must be shown		
6. Show water/sewer services with sizes		
7. Show size and location of meters		
8. No structures/landscaping on City of Raleigh Sanitary Sewer Easements		
9. Show location and make and model number of backflow preventers for buildings		
10. Show location of grease traps		
11. If a pool is proposed, show connection or make a note of connection to storm		
12. All building parts must be within 300' of a hydrant		
PLANNING AND ZONING REQUIREMENTS		
1. Landscape plan needs to show all vegetation to meet street protective yards, transitional protective yards, and vehicular surface area (VSA) planting requirements		
2. Description of vegetation to be retained and removed in areas of both voluntary and mandatory preservation		
3. Show vegetation and planting calculations for Resource Management buffers		
4. Identify all protected areas, including but not limited to Conservation Management Districts, natural resource buffer yards, Resource Management Districts and street buffer yards located along Type B Residential Thoroughfares designated in the Comprehensive Plan		
5. Calculations for open space requirements shown in tabular form, and open space shown in plan view		
6. Calculations for street protective yards, transitional protective yards, and VSA must be shown and completed separately for each one		
7. Open Space requirements are to be based on City Code Section 10-2103(d)		

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8. For subdivision or cluster development, provide the quotient calculations per City Code 10-3071 (5)		
9. Setbacks, height, parking, buffers in Metro Parking Overlay District		
10. Property lines, building footprint and location from property line (proposed and existing), parking areas, new and existing driveways, opposing driveways, right-of-way and street pavement width, curb, gutter and sidewalk, greenway, utility and drainage easements		
11. Survey of existing conditions with building uses and square footage		
12. Parking layout and calculations, location of any off-site parking		
13. Cumulative expansion calculations of building square footage & vehicular surface area since 1/1/87		
14. If applicable, plat map with all subdivision/recombination, easements and dedications		
15. Open Space Type - Indication of whether open space is to be calculated based on tree preservation or new tree plantings in accordance with City Code Section 10-2103(d). An existing tree survey is required, if the open space acreage is based on tree preservation		
16. Landscape plans showing requirements of City Code Chapter 10, Section 10-2082 and 10-2103(d)		
17. For subdivision or cluster development, provide the quotient calculations per City Code 10-3071 (5)		
18. Identify all protected areas, including but not limited to Conservation Management Districts, natural resource buffer yards, Resource Management Districts and street buffer yards located along Type B Residential Thoroughfares designated in the Comprehensive Plan		
19. Natural resource buffer yards and impervious surface coverage in Reservoir Watershed Protection and Metro-Park Overlay Districts. Identify all drainage structures or velocity control devices in all protected and buffer areas		
20. Adjacent property zoning and specific land uses		
21. DOD and PBOD open space requirements are met		
GRADING AND STORMWATER REQUIREMENTS		
1. Existing conditions shown on plans should include existing contours of intervals of two (2) feet or less, referred to NAVD 88 datum; watershed, alluvial soils, FEMA flood hazard areas, Neuse River Buffers, wetlands, existing storm drainage system, hydrologic features, private drainage easements		
2. Hydrologic features include ditches, drainage swales, channels, and watercourses and plans should include flow direction arrows		
3. Grading and drainage features should include proposed contours of intervals of two (2) feet or less referred to NAVD 88 datum and spot elevations		
4. Stormwater networks must be shown identifying inlets, culverts, swales, ditches, and channels		
5. Preliminary two and ten year stormwater runoff quantities entering and leaving the site at each discharge point for pre- and post- development conditions		
6. 100-year floodplain and floodway boundaries, flood hazard soil boundaries, flood storage area easements, and regulatory flood protection elevations should be shown on plans. Indicate FEMA map/and/or flood study numbers. If filling in floodplain, identify limits of filled area		
7. Provide drainage divide maps (pre- and post- development) identifying discharge points, drainage areas, and BMP treatment areas		
8. Right of Way or Roadway improvements must be shown on the plans		
9. Identify private drainage easements		
10. If the property is in a watershed protection overlay area, provide detailed impervious surface area calculations and establish how you meet the watershed requirements		
11. If the property is in a Metro Park Protection Overlay District, include watercourse buffer areas, impervious surface calculations, park buffer yards and tree inventory, if impervious surface area exceeds 30%		
12. Provide preliminary nitrogen loading & reduction calculations & computation of any offset fees (buydown) to be paid		
13. Permanently Preserved Undisturbed Open Space when included in nitrogen calculations is considered to be a BMP and must be identified on all plans		
14. Identify permits that will be required from appropriate agencies for any impacts to buffers and wetlands		
TREE CONSERVATION REQUIREMENTS		
1. Tree conservation plan sheet showing the proposed tree conservation areas (TCAs) that are labeled according to the "Standardized Names..." (Appendix 3 of the User's manual for TC-7-04) Show the size of each area		
2. Tree Conservation Areas need to be shown on the grading plan with the tree protection fence location		

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3. A completed Tree Conservation Data Sheet (Appendix 4 of the User's manual for TC-7-04) will need to be provided with the plan (two copies) or the information needs to be on the tree conservation plan sheet		
For Secondary Tree Conservation Areas include the following		
1. A tree cover report with description of each 50' of TCA completed and certified by a certified arborist, North Carolina licensed architect, or North Carolina registered forester (two copies)		
2. Photo panoramic panels of proposed secondary TCAs. Each photo to represent 50 linear feet of tree conservation area and must match the sections shown on the plan (two copies)		
3. Most recent aerial photo (two copies)		
TRANSPORTATION SERVICES REQUIREMENTS		
1. Show the ROW and pavement widths, street widths, sidewalk, curb and gutter, medians, median openings, curb radii		
2. Show the location of all opposing driveways surrounding the site		
3. Label street type or ramp type entrances		
4. Show driveways and vehicular surface area on plan		
5. Show the actual street names, if known. Show state road number, if applicable and type of road (collector, thoroughfare, etc.)		
6. Indicate on the plan whether the existing streets are asphalt, concrete, gravel or dirt		
7. All handicap ramps must be shown and labeled and must meet the placement requirements of Engineering Standard 20.11.		
8. Vertical alignment of streets only when deemed necessary by the Transportation Director to properly determine the safety of proposed streets or driveways		
9. Show typical street sections for all public and private streets included with this plan. Use Engineering Standard 20.31 and 20.32 for pavement designs for all proposed street type entrances, residential, collector, and commercial streets		
10. Show existing and proposed curb and gutter, storm sewers, drainage structures, driveway pipes, water mains, sanitary sewer mains, etc. on the site plan		
11. Proposed private streets, dimensions and curb treatments		
12. Slope easements must be shown, labeled and dimensioned		
13. Existing and proposed ROW must be dimensioned and labeled		
14. Sight triangles must be shown and labeled including any structures within them		
15. Add note from the Infrastructure Construction Plan checklist about the sight distance triangles. If you do not have this document, you can add the statement per City Code Section 10-2086 (a) regarding the sight triangles		
16. Show existing and proposed parking areas, bay dimensions and aisle dimensions		
17. Provide vehicular stacking areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, and stall width		
18. Provide internal traffic circulation details		
19. The corner clearance must be shown and verified and a note placed on plans stating: "Minimum corner clearance from curb line of intersection streets shall be at least twenty (20) feet from the point of tangency."		
20. Label the existing property lines "E.I.P."		
21. Show the proper location of sidewalk (BOC to ROW < 12.5 feet), sidewalk located 1.0 foot inside		
22. ROW, BOC to ROW > 12.5 feet, sidewalk located 4.0 feet inside ROW		
23. Cul-de-sacs must be dimensioned (Back of Curb with ROW radius)		
24. Copies of previous Board of Adjustment Action, Special Use Permit or Certificate of Appropriateness, if applicable		
25. Proposed square feet/ acres and number of feet of Right-of-Way dedicated		
GREENWAY REQUIREMENTS		
1. When greenway is required to be reserved or dedicated, it is measured in accordance with City Code 10-3022		
2. Greenway is required to be reserved or dedicated in accordance with the City Master Greenway Plan as contained in the Raleigh Comprehensive Plan		

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SOLID WASTE SERVICES REQUIREMENTS		
1. In a solid waste inspections statement on the front cover of the plans, developers must acknowledge that they have reviewed and are in compliance with the requirements set forth in the Solid Waste Design Manual		
2. In the solid waste inspections statement it must be indicated whether they plan to use a private hauler or the City of Raleigh Solid Waste Services (SWS) to handle trash needs. Also, indicate the page where necessary SWS requirements are shown in the plans. They are typically shown on the landscape page or its own SWS page		
3. A copy of the Solid Waste Design Manual may be obtained from the City of Raleigh website		
4. Site plans for all single-family townhome developments must show or indicate in the Solid Waste Inspections statement how standard 96-gallon residential individual roll-out refuse containers will be stored and made available by residents at the curb		
5. If refuse containers are going to be stored in garages, this must be indicated or stated in the SWS Inspections statement on the front cover of the plans as well as in the plans		
6. Occupant must be able to roll carts to street with no obstructions or topographic features that would hamper the resident from rolling the cart to the curb – at least 3' horizontal clearance		
7. In the case of attached dwellings, designs that allow carts to be brought to the nearest curb are shown in Section A-8 (page 6) of the Solid Waste Design Manual		
8. All carts serving individual units are to be brought to the curb of the nearest public right-of-way or alley, or to the curb of an accessible private drive that meets circulation standards otherwise noted in the Solid Waste Design Manual		
9. Alleys used for solid waste collection vehicles that serve individual residential units must be a minimum 16' in width. Inside curb radii must be a minimum 30'		
10. All alleys to be traversed by solid waste collection vehicles must meet the residential street standard of 6" sub-base and 2.5" asphalt surface course		
11. Alleys should extend through a block between public streets, and avoid 90-degree or acute angled turns		
12. Where a rear alley is not provided for solid waste vehicles, direct vehicular access to all small-lot or attached single-family homes (cluster home or townhome developments) for the purpose of collection must be provided		
13. Direct vehicular access to all small-lot or attached single-family homes can be provided either by a design that allows each unit occupant to roll the carts to the public or private street		
14. Direct vehicular access to all small-lot or attached single-family homes can be provided by Multiple 96-gallon standard City residential solid waste carts and may be stored in a common area which is accessible directly to the public or private street		
15. Direct vehicular access to all small-lot or attached single-family homes can be provided either by the development or may provide for a common collection facility (dumpster) in accordance with Section C. of the Solid Waste Design Manual		
16. Any design other than those mentioned in the Solid Waste Design Manual must be approved by the Solid Waste Services Director		
17. Site plans for all single-family townhome developments must show designated pad for dumpster or compactor or a specific alternate plan must be reviewed and approved in writing by the Solid Waste Services Director		
18. Non-attached single family homes can provide a 6 X 6 pad on the side of the house (at least 5 ft from the front of the house for storage of the refuse and recycling containers. If the home has a driveway, this can be done by extending the driveway		
19. If the pad for storage of the 96 gallon City of Raleigh cart and recycling bin is not provided for non-attached single family homes, developers must make sure the topography on the side of the house such that the 96 gallon container can be rolled to the side or rear of the house		
20. Site plans for all multi-family or group housing developments that require a dumpster or compactor shall also show a designated pad for residential recycling facilities, which must be a minimum 8' deep x 12' wide and allow enough room for (6) 35-gallon containers. These areas must be screened and located in accordance with C-4, C-7 and C-8		
21. Collection devices must not be located in any street yard, transitional protective yard or tree protection area required by City Code Section 10-2082.5, 10-2082.9 or 10-2082.12, or in any open space area required by Section 10-2103(d) in group housing developments, or in any regulated floodway		